



**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
(508) 839-5335 • FAX (508) 839-4602  
www.grafton-ma.gov  
**ACCESSIBILITY ADVISORY COMMISSION (AAC)**  
**(Regular Meeting)**  
**AGENDA / MEETING NOTICE**  
Thursday, July 27, 2023 – 6:30 p.m.  
Zoom Conference Link to join the webinar:

2023 JUL 19 AM 11:53

RECEIVED TOWN CLERK  
GRAFTON, MA

<https://us06web.zoom.us/j/81964522545>

Or Phone: 301-715-8592

Webinar ID: 819 6452 2545

International numbers available: <https://us06web.zoom.us/u/kcaVeh9MIP>

A copy of the Grafton Public Meeting Remote Participation Guidelines, dated March 24, 2020 (and subsequent extensions) is attached to this agenda for reference. Please review the guidelines prior to joining the remote public meeting. We will be fielding questions via Chat feature. Also, written comments may be directed to [disabilitycommission@grafton-ma.gov](mailto:disabilitycommission@grafton-ma.gov).

**1. Announcements**

- a. AAC Vacancy filled – remainder of unexpired term through 6/30/2025
- b. Certificate of Reorganization
- c. July 26, 2023, marks the 33rd anniversary of the Americans with Disabilities Act (ADA)
- d. National Minority Mental Health Awareness Month – For more information, please visit:  
<https://www.minorityhealth.hhs.gov/minority-mental-health/>
- e. Any other announcements

**2. External Correspondence**

**3. Meeting Minutes – June 15, 2023**

**4. Subcommittee update - web page content**

Robert S. Berger, Robert Polsinelli, Alexis Henry

**5. Old Business**

- a. Grafton By-Law Study Committee; Article 12, Safety and Order, Sections 21-1 through 21-4. Replies from Mike Kennedy at Center for Living and Working, and Jeffrey Dougan at MA office on Disability.
- b. National Night Out – Tuesday, 8/1/23
- c. Grafton Common, including exterior parking, pavement
- d. Any other old business items

**6. New Business**

**7. Next Meeting Thursday, August 17, 2023, at 6:30p.m.**

**Adjourn**



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## **PUBLIC MEETING REMOTE PARTICIPATION GUIDELINES**

March 24, 2020

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, the various Boards and Committees representing the Town of Grafton will conduct their public meetings and hearings via remote participation. No in-person attendance of members of the public will be permitted.

### **In Advance of Meetings:**

- All non-emergency items are still required to be properly posted at least 48 hours in advance of the meeting. This is still done by contacting the Clerk's Office.
- All members should receive the same documents for the meeting electronically
- Supporting documents should be posted on the Town website and be available for members of the public.
- For meetings with public participation, encourage written public comments.

### **Essential Components for Remote Meetings:**

- Access to participate for a quorum of committee members at the time of the meeting.
- Ability to take minutes which accurately reflect the meeting and the votes taken.

- Ability to record meeting for playback (this is not required under the order, but is preferred)
- Ability to allow for real-time public participation/comments (this is not required under the order, but is preferred)
- Meetings with public hearings must provide access for third party participation to all members of the committee.

### **Identifying the Proper Medium to Conduct Meetings:**

While we are suspending the use of Municipal Center Conference Rooms and the local broadcasting equipment, there are alternatives for Boards and Committees to consider. Below are a few options available to Committees. There may be alternatives that members are more comfortable using which will be permitted so long as the essential components for all meetings are met through use of that medium.

- *Executive Town of Grafton Zoom Account with Webinar Functions* – this account was purchased by the Town Administrator’s Office and has a webinar function for hosting meetings that require public participation/third party access for participation. This method is currently the preferred method and should be used by Boards and Committees that have hearings and require third party participation through public comments or from applicants seeking permits. (includes but is not limited to: Select Board, Planning Board, ZBA, CPC, School Committee, Conservation Commission)
  - At this time, the Town only has one executive host account with a webinar feature. If you wish to use the executive zoom account with webinar feature, you may need to schedule meetings at different times/days than your board typically meets to ensure no conflict with other meetings.
- *Standard/Free Zoom Accounts* – Anyone can access a free zoom account with up to 100 participants for a maximum 40-minute meeting. This function will allow for Boards and Committees to record their meetings for future playback and the ability to share screens. Please note that there are several systems available that offer similar abilities and any of them can be used for this purpose. (ex. Google Meet, Skype for Business, Microsoft Teams, etc.)
- *Free Conference Call Line*- For Boards and Committees that typically do not have recorded meetings and require little third-party interaction, the free conference call line is an option. This option does not have a record feature so accurate minute taking is critical.
- *Local Cable Access*- Currently, the town is not allowing for local cable access broadcast through the conference rooms in the Municipal Center. However,

to the extent possible, local cable will be used if it is accessible and safe for staff, committee members, and members of the public.

### **Use of Zoom for Remote Access to Public Meetings**

Zoom Video Communications, Inc. (“Zoom”) can be used for remote conferencing services to allow for remote access to public meetings. Access numbers and web addresses will be provided as part of each meeting’s agenda posted to the town calendar on the homepage of Grafton’s website, [www.grafton-ma.gov](http://www.grafton-ma.gov).

Meetings can be accessed from your personal computer, cellphone and/or telephone. It is anticipated that most Board and Committee meetings will continue to be broadcasted by Grafton Access Television through Zoom’s “Record” feature.

### **Protocols for Remote Public Meetings Using the Webinar Feature**

- All participants entering the meeting via a personal computer (“computer participants”) are required to rename themselves with their official first and last name.
- Computer participants are encouraged to click on the “Participants” feature in Zoom to view all participants and to view/use the “Q&A” function to pose questions on the bottom of the screen.
- Computer participants may “Pin” to a particular video screen.
  - It is recommended to “Pin” to the staff member associated with the committee, or in the case where there is no staff member, to the Chairperson. This can be done by right clicking over the three (3) dots symbol in the top right corner of the staff/Chair’s video screen.
- The Chair or present support staff should adhere to the script provided as an attachment to this document for the purpose of properly recognizing members and providing information to the public. (This script is a draft/guide and should be tailored to your needs)
- The Chairman will identify him or herself.
- The Chairman will conduct a roll call of the Board.
- The Chairman will call the meeting to order.
- All participants (excluding Board members) will be muted throughout the meeting and must use the Q&A function.

- All participants are required to include their name and address when using the chat feature to pose a question through the Chairperson.
- All documents displayed throughout the meeting will be controlled by the present staff member or Chairperson.
  - Only computer participants will be able to view documents.
- If and when the Chairman allows for public comments/questions, it will be conducted in the following sequence:
  1. The Chairman will read public comments/questions received in advance of the meeting followed by real-time Board and/or applicant responses.
  2. The Chairman will read real-time comments/questions typed by computer participants in the “Q&A” feature followed by real-time Board and/or applicant responses.
    - Computer participants must click on “Q&A” to enter their comment/question.
    - The staff or Chair will address the question live to the Board. It will be discussed and then marked “answered” by the staff or Chair.
  3. The Chairman will ask if any other participants accessing the meeting have comments/questions.
- Board members needing to be recused at any point during the course of a meeting will be placed in a virtual “Waiting Room” by the staff person or Chairperson.

Directions to access meetings will be posted on agendas for the public when available.



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### **ACCESSIBILITY ADVISORY COMMISSION**

**(Regular Meeting)**

**DRAFT Meeting Minutes**

Thursday, June 15, 2023 – 6:30 p.m.

Chair Roger Trahan called the meeting to order at 6:38 PM and took a roll call vote of commission members in attendance:

Catherine Dore - CD

Rob Polsinelli - RP

Robert Berger - RSB

Alexis Henry - AH

Kristie Proctor - KP

Roger Trahan, Chair - RT

Note abbreviation: Accessibility Advisory Commission - AAC

#### **1. Announcements**

- a. Reappointments – Roger Trahan through 6/30/2026 and Catherine Dore through 6/30/2026, during Select Board's 6/13/2023 meeting.
- b. AAC Vacancy – remainder of Laura Deneen's unexpired term through 6/30/2025. The Select Board will advertise that position in a few weeks.
- c. Jen Andersen, Recreation Dept. Director resigned effective 6/9/2023.
- d. July is Disability Pride Month – commemorating the 33<sup>rd</sup> anniversary of the passage of the ADA. Should we let the town web page manager know and ask for something to be posted pertaining to disability? Roger is open to talking with William Blake, the Assistant Town Manager. Alexis asked if the town has social media accounts?

Mr. Berger shared that the town has stepped away from having a robust account due to this information being regarded as public record. Rob Polsinelli asked if we could ask GCTV to create a PSA? Mr. Berger suggested that one of us talk to the GCTV and ask Mr. Bob deToma.

e. Any other announcements?

## **2. External Correspondence**

a. William Joyce (5.30.2023) – Wong’s Restaurant accessible parking space and signage (AAB Docket No. C23-019)

This is citizen’s complaint regarding faded lines painted on their lot. They plan to resurface the lot and will address the painting when done.

b. Julie Feeney (6.6.2023) – advocating for inclusive recreation programming.

Roger has communicated with her regarding next steps. He forwarded the email on to the Town Administrator and Assistant Town Administrator. With the resignation of the Recreation Director, this issue may be a consideration for the future incumbent.

## **3. Accessibility Advisory Commission Reorganization**

(Chair, Vice Chair, Clerk)

These changes are to be active after the adjournment of this meeting.

1. **Action:** Mr. Berger made a motion for Rob Polsinelli to be nominated to the position of AAC chair; Alexis Henry seconded. Brief discussion ensued about Robert’s Rules of Order and parliamentary procedures. The commission members voted:

KP	Y
RSB	Y
RP	Y
CD	Y
AH	Y

RT	Y
----	---

The motion carried 6-0 and Rob Polsinelli will be Chair upon the adjournment of this meeting.

**2. Action:** Bob Berger made a motion for Catherine Dore to be nominated for the position of Vice Chair and Kristie Proctor seconded. No further discussion. Commission members voted below:

KP	Y
RSB	Y
RP	Y
CD	Y
AH	Y
RT	Y

The motion carried 6-0 and Catherine Dore will be Vice Chair.

**3. Action:** Rob Polsinelli made a motion for Kristie Proctor to be nominated for the AAC Clerk; Bob Berger seconded. Commission members voted:

KP	Y
RSB	Y
RP	Y
CD	Y
AH	Y
RT	Y

Motion passed 6-0 and is carried. Kristie Proctor will be the clerk for the AAC.

#### **4. Meeting Minutes – May 18, 2023**

**Action:** Robert Berger made a motion to approve the May meeting minutes; Rob Polsinelli seconded. After a discussion, Chair Trahan took a roll call vote:

KP	Y
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RSB	Y
RP	Y
CD	Y
AH	Y
RT	Y

The May 18, 2023 meeting minutes were approved, 6-0.

#### **5. Subcommittee update - web page content**

Robert S. Berger, Robert Polsinelli, Alexis Henry – Rob and Alexis met and talked this past week. Please see the draft document included at the end of the meeting minutes with web site links to include on the town web site on the left column. Each link would include a brief explanation of 1-2 sentences. Discussed the next steps to continue to build out the information. Trying to strike a balance between enough comprehensive info and not too much information. Don't want to overload the web site.

Idea: Rob can be interviewed by GCTV and make a two-minute spot on the new web site rollout.

Idea: Spell out all the acronyms

Suggestion: never wear a green shirt to the GCTV studio for an interview

Question from Chair Trahan – are sub-committee agendas supposed to be posted in advance? Mr. Berger will check on the requirement with Town Clerk Kandy Lavallee.

The web site content draft is a working document, and the sub-committee will continue to meet. Maybe we can ask members of the disability committee to review the document before it is published on the town web site? For example, a draft can be shared with Mike Kennedy at the Center for Work and Living.

#### **6. Old Business**

- a. Grafton By-Law Study Committee; Article 12, Safety and Order, Sections 21-1 through 21-4. Waiting for a reply from Mike Kennedy and will cc Rob Polsinelli who will become chair after the conclusion of this meeting.
- b. National Night Out – Tuesday, 8/1/23

We have a table for the event. Kristie asked PAWS to send the opportunity to participate to the dog handlers with event logistics.

- c. Nelson Park Accessibility – Bill Kuck said that the park is planning to take out a basketball court in order to put in handicapped parking near the softball fields. This project will be funded through the town. An accessible route exists around the park. Paul Cournoyer (Town DPW) will be consulted.
- d. Grafton Common, including bandstand/gazebo

Neil Dixon does not need a variance due to the low height difference of the the two steps. Asking for two handrails which do not go deep into the bandstand platform which is a small space. Mr. Berger reported that his request is before William Joyce of AAB for a decision.

Scott Ricker joined the meeting at 7:50 PM. Concerned about the handicapped parking on the Common. See notes under the new business.

- e. Any other old business items:

When the AAC charge changed last July of 2022, the town needed to update the charge in all locations on the town website. Chair Roger Trahan wrote a letter this week and asked the Select Board for attention and action on this matter. This should be rectified in short order.

## **7. New Business**

Scott Ricker is concerned about the handicapped access and the parking at the Common. Very few Handicapped parking spots on the Common. Mr. Berger shared his screen of the new plans for the parking spaces at the Common. There is only one Handicapped parking space on the Common and the ground ripples/waves from the access aisle to the red brick crossway on the Common. Roger suggested the following options:

- Option 1: Scott formally complains to the Town
- Option 2: Chair writes to the Town Administrator noting that a complaint has come to the AAC's attention and that there needs to be a resolution.

Scott Ricker shared that he wrote an email with this complaint today to the Town Administrator with the following people cc-ed: Mr. Robert Berger, Mr. William Joyce (AAB) and Mass Commission on Discrimination (MCD).

Chair Trahan explained that Rob Polsinelli would be the new chair of the AAC going forward, and the multiple places where the live link to the AAC monthly meeting were located.

**8. Next Meeting** Thursday, July 20, 2023 at 6:30p.m.

**Action:** Bob Berger made a motion to adjourn the meeting; Catherine Dore seconded. Chair Trahan took a vote:

KP	Y
RSB	Y
RP	Y
CD	Y
AH	Y
RT	Y

Chair Trahan declared the motion passed.  
The meeting adjourned at 8:07 pm.

Respectively submitted,  
Kristie Proctor  
Clerk

**Adjourn**

June 15, 2023, Meeting Packet:

<https://www.grafton-ma.gov/DocumentCenter/View/9404>



## RE: Grafton General By-laws (request for input)

Dougan, Jeff (OHA) <jeff.dougan@state.ma.us>

Fri 7/7/2023 12:38 PM

To: DPH-EPB-MKennedy <mkennedy@centerlw.org>; roger trahan, jr <rtrahanjr@hotmail.com>

Cc: Joyce, William (REG) <william.joyce@state.ma.us>; Rob Polsinelli <karmpol@gmail.com>

Hey Roger, Mike, and everyone else!

A lot of the sections below the alcohol section are something covered, either by the MAAB codes, the ADA Design Standards, or the Public Rights of Way Accessibility Guidelines (PROWAG).

See my comments highlighted in green below.

Please let me know if there are any additional questions.

Sincerely,

Jeffrey L. Dougan

Assistant Director for Community Services

Massachusetts Office on Disability

One Ashburton Place, Room 1305

Boston, MA 02108

[www.mass.gov/mod](http://www.mass.gov/mod)

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**From:** Mike Kennedy <mkennedy@CenterLW.org>

**Sent:** Thursday, July 6, 2023 7:05 PM

**To:** roger trahan, jr <rtrahanjr@hotmail.com>

**Cc:** Dougan, Jeff (OHA) <jeff.dougan@mass.gov>; Joyce, William (DPL) <William.Joyce@mass.gov>; Rob Polsinelli <karmpol@gmail.com>

**Subject:** RE: Grafton General By-laws (request for input)

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Roger

I reviewed the 3-page By-Laws article that you sent me and changed the font to red to indicate what should be revised. Here are my suggestions:

1. Alcoholic Beverages: - Not sure if this was for me to review or if you could

remove it easily seeing that it's a PDF. Anyway, consider changing "his" to "his/her" or something else that's gender neutral.

2. The word "Handicapped" is all throughout this document and the use of this word is outdated and not an acceptable term for the disability community. It's like using the term "colored" or "Negro" for someone who is black. Ideally change to "person or persons with disabilities" or "disabled"

I concur. While the by-laws provided seem to reference the MGLs, which is where the "H" word pops up continuously, it would be nice for Grafton, when not citing an MGL using that word, to use the PWD or IWD (Person/Individual with a Disability). I would also stay away from "disabled" if possible. Try to keep "person first" language. However, if citing an MGL, you must keep that language there, such as the language required on HP parking signs (must use the same wordage as the MGL) for police to ticket or tow.

3. Regulating Parking Areas For The Vehicles Of Disabled Veterans or Handicapped Persons -paragraph b. – "and shall be twelve feet wide or two eight-foot wide areas with four feet of cross hatch between them."

While these regulations were written into MGLs, one should look to the State Building Codes (521 CMR) (as well as the ADAADS and PROWAG) for the requirements for accessible parking, as Mike suggested. The MAAB allows for 3 styles of accessible parking.

1. Van-Accessible – 8' vehicle space x 8' access aisle (minimums).
2. Standard Accessible – 8' vehicle space x 5' access aisle (minimums).
3. Universal Space – 11' vehicle spaces x 5' access aisle. To use the "Universal Spaces," all accessible parking in the lot must be Universal in design.

I have no idea where this comes from but it is not at all accurate if it's describing an accessible parking space. Please refer to 521CMR Section 23.4 Parking Spaces (521CMR Section 24 -Parking and Passenger Loading Zones) attached, and update the By-Laws using Section 23.4 as your guide.

4. Sections "Work Within a Public Street" and "Fingerprint Based Criminal Record Background Checks" in my opinion, are not relevant unless again, you weren't able to remove it prior to sending me due it being a PDF.

My only comment on "Work within a public street" is a larger discussion ensuring accessible routes around active work zones/construction sites, as required by the MAAB, the ADAADS, and the PROWAG.

That's my opinion and I hope it helps.

Take care and have a good Friday and weekend.

*Mike Kennedy*

ADA/Access Advocacy Coordinator  
Center for Living & Working Inc.  
18 Chestnut St. Suite 540  
Worcester MA 01608  
[mkennedy@centerlw.org](mailto:mkennedy@centerlw.org)  
[www.centerlw.org](http://www.centerlw.org)  
774-366-6517

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From: roger trahan, jr <[rtrahanjr@hotmail.com](mailto:rtrahanjr@hotmail.com)>

**Sent:** Wednesday, July 5, 2023 3:13 PM

**To:** Mike Kennedy <[mkennedy@CenterLW.org](mailto:mkennedy@CenterLW.org)>

**Cc:** Jeff MOD Dougan <[jeff.dougan@state.ma.us](mailto:jeff.dougan@state.ma.us)>; [william.joyce@mass.gov](mailto:william.joyce@mass.gov); Rob Polsinelli <[karmpol@gmail.com](mailto:karmpol@gmail.com)>

**Subject:** Fw: Grafton General By-laws (request for input)

Good afternoon, Mike.

As we recently discussed, I am resending you an earlier email and attachment for your review and comment. You were amenable to me copying William Joyce, Executive Director of MA Architectural Access Board (MAAB) and Jeffrey Dougan, Assistant Director of Community Services at MA Office on Disability (MOD), and welcoming their input.

Grafton's By-law Study Committee has requested that Grafton's Accessibility Advisory Commission weigh in on the attached section of its by-laws, Article 12, Safety and Order, Sections 21-1 through 21-4. One of the best practices within the town has been to avoid unnecessary duplication of State and/or Federal laws/regulations within our local by-laws. Our Commission values your opinion on this, and it was the Commission's consensus that I seek your input.

Mike, could you review the applicable sections within the attached 3-page document? Is it entirely duplicated by State and/or Federal mandates? If not, please confirm which sections are duplicative.

Please note that I am also copying Rob Polsinelli who recently assumed Chair of our Commission: [karmpol@gmail.com](mailto:karmpol@gmail.com) and 508-816-8169

Kind regards,

Roger Trahan  
508-335-0507

---

**From:** roger trahan, jr

**Sent:** Thursday, April 20, 2023 12:17 AM

**To:** Michael Kennedy <[mkennedy@centerlw.org](mailto:mkennedy@centerlw.org)>

**Subject:** Grafton General By-laws (request for input)

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## RE: Grafton General By-laws (request for input)

Mike Kennedy <mkenney@CenterLW.org>

Thu 7/6/2023 7:05 PM

To:roger trahan, jr <rtrahanjr@hotmail.com>

Cc:Jeff MOD Dougan <jeff.dougan@state.ma.us>;william.joyce@mass.gov <william.joyce@mass.gov>;Rob Polsinelli <karmpol@gmail.com>

 1 attachments (163 KB)

Grafton By-Laws Article 12 Sec 21-1 through 21-4.pdf;

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*Mike Kennedy*

ADA/Access Advocacy Coordinator

Center for Living & Working Inc.

18 Chestnut St. Suite 540

Worcester MA 01608

[mkenney@centerlw.org](mailto:mkenney@centerlw.org)

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774-366-6517

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**Sent:** Thursday, April 20, 2023 12:17 AM  
**To:** Michael Kennedy <[mkennedy@centerlw.org](mailto:mkennedy@centerlw.org)>  
**Subject:** Grafton General By-laws (request for input)

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### Alcoholic Beverages

**SECTION 20A.** No person shall consume any alcoholic beverage or have in possession any opened container of any alcoholic beverage or container whose seals have been broken and recapped of such beverages upon any place or building or private land or place in the Town of Grafton to which members of the public have access as invitees or licensees without the permission of the owner or person in control thereof. The burden of proving such consent shall be upon the defendant.

**SECTION 20B.** No person shall keep, use, consume or have in his possession any alcoholic beverage or any open container of alcoholic beverage or containers whose seals have been broken and recapped on such beverages as defined in Section (a) and in any public park or playground in the Town of Grafton and within one hundred (100) feet thereof except as may be provided in Section (a).

**SECTION 20C.** All alcoholic beverages being used in violation of this By-Law shall be seized and safely held until final adjudication of the charge against the person or persons so arrested or summoned before the Court at which time they shall be disposed of as directed by the Court. A Police Officer witnessing a violation of this By-Law shall have the right to arrest such person or persons without a warrant and shall bring the person or persons so arrested before the Court within twenty-four hours, Sundays and holidays excepted.

The penalty for violation of this By-Law shall not exceed Fifty Dollars (\$50.00) for each offense. (T.M. 6/3/81)

### Regulating Parking Areas For The Vehicles Of Disabled Veterans or Handicapped Persons

**SECTION 21-1.** Designated parking spaces for vehicles owned and operated by disabled veterans or by **handicapped** persons and bearing the distinctive number plates authorized by section two of chapter ninety of the Massachusetts General Laws or special parking identification plates (i.e., placards) or any vehicle bearing the official identification of a **handicapped** person issued by any other state as amended by Chapter 632, Section 7 of the Acts of 1985 and as amended be provided in public and private off-street parking areas.

- a. Any Town body or person that has lawful control of a public or private way or of improved or enclosed property used as off-street parking areas for businesses, shopping malls, theaters, auditoriums, sporting or recreational facilities, cultural centers, residential dwellings, or for any other place where the public has a right of access as invitees or licensees, to reserve parking spaces in said off-street parking areas for any vehicle owned and operated by a disabled veteran or **handicapped** person whose vehicle bears the distinguishing license plate authorized by section two of Chapter 90, or special parking identifications plates (i.e., placards) or any vehicle bearing the official identification of a handicapped person issued by any other state as amended by Chapter 632, Section 7 of the Acts of 1985 according to the following formula:

If the **number of parking spaces** in any such area is more than fifteen but not more than twenty-five, one parking space; more than twenty-five but not more than forty, five percent of such spaces but not less than two; more than forty but not more than one hundred, four percent of such spaces but not less than three; more than one hundred but not more than two hundred, three percent of such spaces but not less than four; more than two hundred but not more than five hundred, two percent of such spaces but not less than six; more than five hundred but not more than one thousand, one and one-half percent of such spaces but not less than ten; more than one thousand but not more than two thousand, one percent of such spaces but not less than fifteen; more than two thousand but less than five thousand, three-fourths of one percent of such spaces but not less than twenty; and more than five thousand, one-half of one percent of such spaces but not less than thirty.

- b. Parking spaces designated as reserved under the provisions of paragraph (a) shall be identified by the use of above grade signs with white lettering against a blue background and shall bear the words "Handicapped Parking: Special Plate Required. Unauthorized Vehicles May Be Removed At Owner's Expense"; shall be as near as possible to a building entrance or walkway; shall be adjacent to curb ramps or other unobstructed methods permitting sidewalk access to a **handicapped person**; and **shall be twelve feet wide or two eight-foot wide areas with four feet of cross hatch between them.**

**SECTION 21-2.** This By-Law shall prohibit or regulate the leaving of unauthorized vehicles within parking spaces designated for use by disabled veterans or **handicapped** persons as authorized by Section 1 or in such a manner as to obstruct a curb ramp designated for use by **handicapped** persons as a means of egress to a street or public way.

The penalty for violation of this By-Law shall be one hundred dollars and for each subsequent offense, the vehicle may be removed according to the provisions of Section One Hundred and Twenty D of chapter Two Hundred and Sixty-Six of the Massachusetts General Laws. (T.M. 10/15/01)

**SECTION 21-3.** The Town acting under the Massachusetts General Laws further regulates the parking of vehicles on ways within its said control by restricting certain areas thereon for the parking of any vehicle owned and driven by a disabled veteran or **handicapped** person whose vehicle bears the distinctive number plates authorized by section two of chapter ninety of the Massachusetts General Laws, or special parking identification plates (i.e., placards) or any vehicle bearing the official identification of a **handicapped** person issued by any other state as amended by Chapter 632, Section 7 of the Acts of 1985 or by prohibiting the parking or standing of any vehicles in such a manner as to obstruct any curb ramp designated for use by **handicapped** persons.

**SECTION 21-4.** Inasmuch as the Town has accepted Chapter 644 of the Acts of 1981 as herein provided, the Select Board on recommendation of the Traffic Safety Committee is empowered to establish traffic regulations, and may adopt, amend, alter or repeal rules and regulations, with such limitations, if any, as may be deemed proper, authorizing the chief of police of the Town or such sergeants or other officers of higher rank in the police department as he may from time to time designate, to remove, to some convenient place through the agency of a person or persons in the employ of the police department or by an independent contractor selected in accordance with the

General Laws and this By-Law, on the basis of competitive bids, any vehicle parked or standing on any part of any way under the control of the Town in such a manner as to obstruct any curb ramp designated for use by **handicapped** persons as means of egress to a street or public way, or to occupy or obstruct any parking space reserved for a vehicle used by a disabled veteran or **handicapped** person whose vehicle bears the distinguishing license plate authorized by section two of chapter ninety of the Massachusetts General Laws, or special parking identification plates (i.e., placards or any vehicle bearing the official identification of a **handicapped person** issued by any other state as amended by Chapter 632, Section 7 of the Acts of 1985 or to impede in any way the removal or plowing of snow or ice or in violation of any rule or regulation which prohibits the parking or standing of all vehicles in such ways or portions thereof at such time and recites that whoever violates it shall be liable to charges for the removal and storage of the vehicles as well as subject to punishment by fine as provided in Section 2 herefore. (T.M. 5/2/83)

### **Work Within a Public Street**

**SECTION 22.** No work shall take place within a public street right of way except in accordance with all applicable permits. A Road Opening Permit shall be required for any excavation or alteration of an existing public street, regardless of whether such work is proposed to be temporary or permanent. A Road Opening Permit shall be required for any street proposed to intersect or access an existing street, pursuant to Grafton Zoning Bylaw. (T.M. 5/13/98; T.M. 10/20/08)

**SECTION 23.** The Select Board is authorized to create such one-way roads or streets as the Board deems appropriate on any public way in the Town of Grafton. No person shall operate a motor vehicle in the wrong direction on any public way designated as a one-way street in the Town of Grafton. (T.M. 5/14/2012)

**SECTION 24.** At the discretion of the Select Board, the Town may offer a reward for information leading to the prosecution and conviction of any person who destroys or defaces any public property owned by the Town. (T.M. 10/15/2012)

### **Fingerprint Based Criminal Record Background Checks**

#### **SECTION 25 (A): Purpose and Scope**

This By-law authorizes the Police Department to conduct state and national fingerprint based criminal history checks for individuals applying for specific licenses in Town to enhance public safety, as authorized by Massachusetts General Laws Chapter 6, Section 172B½. To carry out the criminal history checks authorized by this by-law, the Police Department shall be authorized to use state and Federal Bureau of Investigation ("FBI") records, provided, however, that such records shall not be disseminated to unauthorized entities and shall be maintained and disclosed in accordance with all applicable law.


The By-law further authorizes the Board of Selectmen, in consultation with the Chief of Police, to promulgate regulations to implement this by-law, which may include, but shall not be limited to, establishment of submission deadlines, procedures for making recommendations to the licensing authority or making a licensing as a result of the criminal history check, procedures for assessing,

## Request from Bylaw Study Committee

'DAVID ROBBINS' via Disability Commission <disabilitycommission@graffton-ma.gov>

Fri 7/14/2023 11:03 AM

To:Disability Commission <disabilitycommission@graffton-ma.gov>

 1 attachments (3 MB)

Memo to AAC re Colorblindness.pdf;

The Bylaw Study Committee noted a question regarding accessibility for colorblind readers raised by the Accessibility Advisory Commission in the Commission's May meeting minutes. As a followup, the Bylaw Study Committee addressed that topic in the attached memo, and would appreciate the Commission's review and comment at its next meeting.

Also, as a reminder, the BSC is awaiting the Commissions' review of Article 12 Section 21 of the bylaws regarding accessible parking.

Thank you for your considerations,  
Bylaw Study Committee  
David Robbins, Chair

**To:** Accessibility Advisory Commission  
**From:** David Robbins (Bylaw Study Committee)  
**Subject:** Colorblindness Accessibility for Presentation of Proposed Bylaw Revisions  
**Date:** July 13, 2023

The Bylaw Study Committee notes that in the Accessibility Advisory Commission minutes of May 18, 2023 there is a question regarding the Bylaw Study Committee's format for presentation of proposed bylaw revisions: "The Bylaw study committee uses a bright green color to highlight areas of work/change – does this make the document inaccessible for people who are color blind?"

The Bylaw Study Committee appreciates the concern expressed here, and has reviewed the use of red and green highlighting to mark proposed bylaw changes. For those who are not colorblind, it is difficult to imagine what these documents look like to an individual who is colorblind. Fortunately, Adobe Photoshop has what appears to be a useful tool to facilitate review of documents for colorblind accessibility: it has a "proof" view that shows what the colors would look like for the two most common variations of colorblindness: protanopia and deuteranopia.

Attached is a sample of one page of a proposed bylaw revision, followed by that page as rendered by the Photoshop protanopia and deuteranopia views. In those views, we can see that the shades of red and green highlighting are seen as distinct colors, making it possible for a colorblind individual to distinguish between the two.

It helps that the deletions are not only highlighted but also denoted by strikethrough. It could be of further help to present the additions in a distinct typeface, so as to reduce the need to pay attention to the shade of highlighting. To visualize that, the attachment includes that same page with additions italicized, along with the corresponding colorblind views.

In the interest of making our proposed bylaw revisions more accessible, the Bylaw Study Committee would appreciate your thoughts and recommendations on the presentation format.



**ARTICLE 39.**

**LIMITATION ON NUMBER OF RECREATIONAL MARIJUANA RETAIL  
ESTABLISHMENTS**

Deleted text in red highlight and added text in green highlight

- Section 1 is revised to eliminate out-of-date details and clarify the current purpose of the bylaw.
- Section 2 is revised to use an up-to-date definition of “Marijuana Retailer.”

**Section 1. Purpose**

M.G.L. c. 94G does not require a ballot vote of the voters to approve any limitation on the number of recreational marijuana establishments that is at or above the number of medical marijuana treatment centers registered to operate in the municipality, or equal to or greater than 20% of the licenses issued for the retail sale of alcoholic beverages not to be drunk on the premises. Currently there is one (1) medical marijuana treatment center registered to operate in Grafton, and six (6) licenses issued for the retail sale of alcoholic beverages not to be drunk on the premises in Grafton. Retail sale of marijuana for adult use (“recreational marijuana”) was approved by the voters of the Commonwealth in 2016; regulations and the industry have been developing and expanding since that time. However, the long-term consequences of having many retail establishments in communities like Grafton have yet to become clear, and thus it is in the near-term public interest to limit the number of recreational marijuana retailers.

**Section 2. Limitation**

The number of ~~Recreational~~ Marijuana Retailers, as that term is defined in G.L. c.94G §1, (RMR's) that shall be permitted in Grafton is limited to 3 or the smallest whole number that is greater than or equal to twenty percent of the number of licenses issued ~~with~~ within the Town under G.L. c.138 §15 ~~Section 15 of chapter 138~~ for the retail sale of alcoholic beverages not to be drunk on the premises where sold, whichever is greater.  
(ATM 6/5/2021)

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